

OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

5 June 1974

1. Items of interest from the DDO Staff Meeting.

25X1A a. [REDACTED] was introduced as the new Deputy Chief, WH Division, replacing
25X1A [REDACTED] who is retiring.

25X1A b. Mr. Nelson officially announced the retirement of [REDACTED]
25X1A [REDACTED] There has not yet been a decision concerning a replacement for either of them.

c. Special Briefing for State Department. On 14 June there will be a special briefing for a group of State Department officials. The briefing will be in the auditorium and will be an all day affair. The Division and Staff Chiefs were urged to invite any State official who might profit from the briefing, and invitations to lunch (at the expense of the Division Chief, of course) would be in order. Tours of the Ops Center can also be arranged. Since there will be a number of officials speaking to the group, including the DCI or DDCI, they hope to have a good showing.

d. Retirement Out-Processing. Mr. Nelson stated he wanted to be sure that Division and Staff Chiefs express their appreciation to retirees for a job well done.

e. Meetings with NOC Officers. It has been brought to the DDO's attention that NOC's visiting Washington are generally billeted in two or three of the larger motels in Rosslyn and Tysons Corner, and that meetings with them usually take place there. He stated that case officers should not billet NOC officers in these nearby locations, and should arrange their meetings elsewhere.

25X1A f. ISG Computer Center. Mr. [REDACTED] announced that the transfer of the ISG Computer Center to OJCS is now official. The agreement of transfer assures continued support to the DDO program. The Center will remain intact, with the same personnel, and will not be merged with any other computer center in the immediate future.

g. Third Country Review. The joint State/CIA review of third country operations is scheduled to start this week. The committee has been provided office space in East Building.

h. Budget. The DDO is forecasting a difficult period during the last month of this fiscal year. Savings which had been anticipated have not been realized, and there are a number of unfunded programs.

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25X1C i. OPRED. Last Thursday there was a meeting of the agencies concerned with the OPRED controls. It was reaffirmed that OPRED as it now exists will expire on 30 June and will be succeeded by some other form of control. It was also generally agreed that the new controls should provide more flexibility with the management left to the separate agencies within existing ceiling figures. Since the current controls expire on 30 June, and it is necessary to submit a report to the President and obtain his approval for a new system prior to that date, it will be necessary for the coordinators to work quickly. It is obvious, however, that CIA will continue [REDACTED]

j. Official Parking Permits. There seems to be some confusion concerning our request of 22 May that you submit to us the names of employees who require official parking permits. This involves only overt permits, in true name, listing the Agency as employer. These permits are obtained through LSD. Our request does not include covert permits issued in alias and reflecting some other employer. The latter is the responsibility of CCS and will be obtained separately.

2. Retroactive Pay. The Office of Finance is still in the process of computing the retro-active pay due employees for the 3-month period October 1972-January 1973. Staff employees can be identified from pay periods, but the Divisions and Staffs will have to help identify personnel in one specific category. These are the contract employees, both headquarters and field, whose contracts did not provide for an automatic increase at the time of legislative increases, but who received increases in January 1973 on the basis of positive determinations by the operating components and amendments to their contracts. The Office of Finance will develop as much data as possible from payroll records, and then ask your assistance in validating it.

3. Waiving of Security Checks as a Result of FLSA. We have heard rumors that some offices have eliminated the night security check because of possible overtime considerations under FLSA. The Office of Security has taken no steps to reduce security responsibilities, nor do they plan to at this time. Their position is that security is the responsibility of the individual, a "second" security check is the responsibility of management and should be handled as each component deems appropriate. OS will review the topic, but they anticipate no change in organization policy resulting from FLSA.

25X1A 4. Retirement Parties. There will be a retirement party for Frank VanDamm on 17 June,
25X1A and one for [REDACTED] on 9 July. [REDACTED] will be honored with other [REDACTED] employees on
13 June.

STATSPEC 5. Personnel Reductions. The Divisions and Staffs have now received their FY 75 personnel ceilings. Please let us know, as soon as possible, which M&S positions will be affected.

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7. Transportation Allowance. The authority of a COS to authorize a transportation allowance has been limited to \$50 per month since the concept was first established. We have asked the Travel Policy Committee to consider whether it should be increased.

8. Exceptional Service Awards. Several months ago the DDO proposed that a new award system be developed to provide for substantial payments in recognition of exceptional accomplishments by employees. Rather than a QSI system, which was first suggested, the Office of Personnel proposed that the Suggestion Awards program be expanded to cover such situations. On 22 May 74, the Management Committee has been redesignated as the Suggestion and Achievement Awards Committee, and two new awards have been created. These are the Special Achievement Award and the Exceptional Accomplishments Award. Nominations for sensitive operational accomplishments will be submitted directly to the Chairman, DDO Special Panel, Suggestion and Achievement Awards Committee, for processing in accordance with operational security requirements. Additional information may be obtained from Mr. [REDACTED] Room 3C34, Chairman of the DDO Special Panel, until new procedural guidance is published.

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